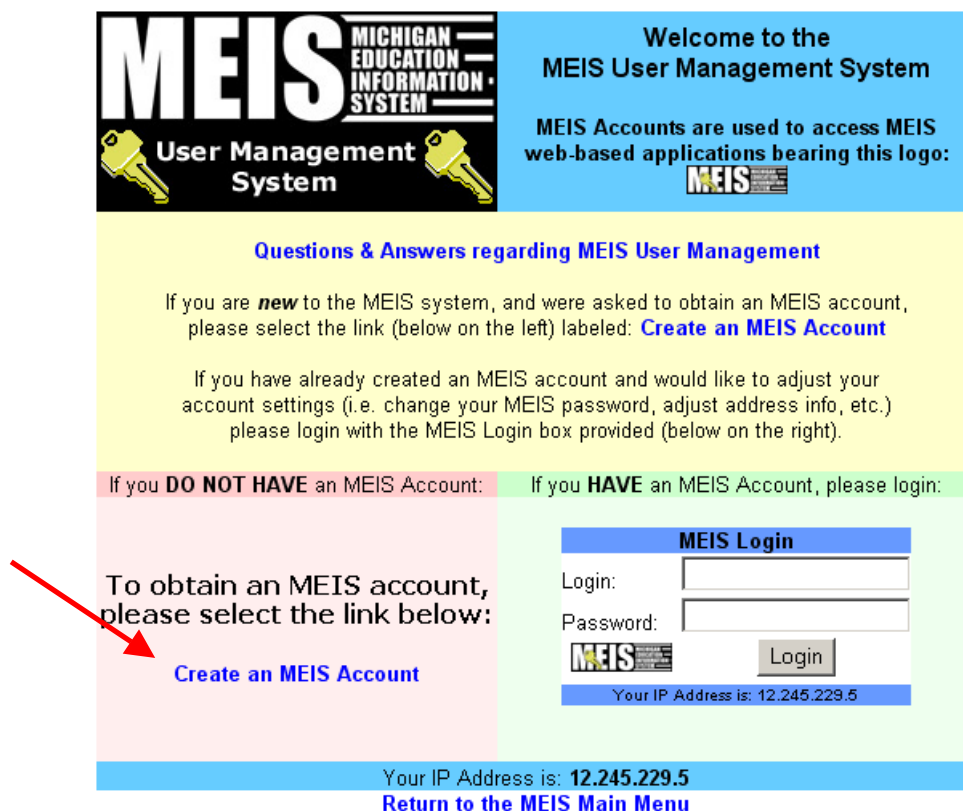


## 1.3.5 MEIS ACCOUNTS

In order to use MEGS, you must first obtain a MEIS (Michigan Education Information System) account. The MEIS account login and password are used to log into MEGS and to identify the individual user. MEGS tracks user activities by MEIS account to ensure that standard policies and procedures are being followed and that the information in the application is valid. **Sharing MEIS accounts to access MEGS is a violation of Michigan Department of Education policy.**

### Obtaining a MEIS Account

Users who do not have a MEIS account must go to <http://meis.mde.state.mi.us/userman/> to create an account. There is a **Create a MEIS Account** link on the main page. Click this link to begin the process of obtaining a MEIS account.



**MEIS** MICHIGAN EDUCATION INFORMATION SYSTEM

**User Management System**

Welcome to the MEIS User Management System

MEIS Accounts are used to access MEIS web-based applications bearing this logo:

**MEIS**

**Questions & Answers regarding MEIS User Management**

If you are **new** to the MEIS system, and were asked to obtain an MEIS account, please select the link (below on the left) labeled: **Create an MEIS Account**

If you have already created an MEIS account and would like to adjust your account settings (i.e. change your MEIS password, adjust address info, etc.) please login with the MEIS Login box provided (below on the right).

If you **DO NOT HAVE** an MEIS Account:

To obtain an MEIS account, please select the link below:

**Create an MEIS Account**

If you **HAVE** an MEIS Account, please login:

**MEIS Login**

Login:

Password:

**MEIS** Login

Your IP Address is: 12.245.229.5

Your IP Address is: 12.245.229.5

**Return to the MEIS Main Menu**

Figure 6 – MEIS Main Page

After clicking the link, you will be guided through the four steps required to obtain a MEIS account. The steps are described in detail below.

**Step 1.** Type your last name in the first box and your first name in the second box.

Ensure that your name is spelled correctly and is typed using correct punctuation and format. Avoid typing your name in all capital letters or lower case letters.

Click **Proceed to Step 2.**

**Step 2. Contact Information.** Enter your basic biographical information, including your email address, primary phone number, secondary phone number (if applicable), address, city, state, and zip code. The address listed should be your official work mailing address. Correspondence may be sent to this address, so it is important that it is typed accurately in the appropriate format. Do not type a secondary address in the Address 2 box. This box should only be used if your work mailing address includes a P.O. Box or other extended address. If you work for an Intermediate School District, Local Educational Agency, or Public School Academy, the option of completing the ISD Code, District Code, and/or Building Code is provided. If you do not know your ISD Code, District Code, or Building Code, go to the School Code Master Web site at <http://meis.cepi.state.mi.us/scm> and click the **Search** link to find your district's code. Once you have entered your biographical information, click **Proceed to Step 3.**

#### TECHNICAL

When you are given access to MEGS, the information that is entered while creating a MEIS account is transferred to MEGS automatically.

**Step 3. Security Information.** Type three question and answer sets that only you would be able to answer. If you forget your MEIS account password, you will have to call the MDE Help Desk at (517) 335-0505. A Help Desk staff member will ask you these questions to verify that you are the valid holder of the MEIS account. If you answer these questions correctly, the Help Desk staff member will reset your password so that you can use your account to access MEGS and other systems that use MEIS account logins and passwords. If you do not answer correctly, the password will not be reset and you will have to establish a new MEIS account in order to access MEGS. When you have entered the questions and answers, click **Proceed to Step 4.**

#### IMPORTANT

Please note that each MEIS account is an individualized account. Accounts should NEVER be shared by two or more people. Anyone detected sharing a MEIS account may have the account deleted from the system. MEGS permits multiple MEIS users to have access to the same application.

**Step 4. Verify Account Information.** Confirm the information that is presented on the page and click **Create New MEIS Account**.



**Step 5. Creation of the MEIS Account.** **PRINT** this page for future reference. It includes your MEIS login and password and is important to have in case you forget your login or password. MEGS requires the MEIS login and password to enter the system.

Change your password to one that you will remember by clicking the **Set your MEIS Password** link. Then be sure to keep a record of your new password. It is important to note that passwords are case sensitive.

**! IMPORTANT**

Having a MEIS account does not automatically grant you access to MEGS. If you are an Authorized Official, the Michigan Department of Education must enter you into the system. If you are not an Authorized Official, your agency's Authorized Official must enter you into the system.

Obtain MEIS Account for JohnDoe - Finished

 PLEASE BE SURE TO PRINT THIS INFORMATION FOR YOUR RECORDS! 

The Following Account Was Created

Last Name:	Doe
First Name:	John
Email Address :	jdcoe@email.com
Address 1:	1234 Address Street
Address 2:	
City:	Anywhere
State:	MI
Zip:	12345

**MEIS Account Info**

MEIS Account ID:	A1010956
MEIS Login:	JohnDoe
MEIS Password:	cAIQZz (note: this is a temporary password)

Follow the link below to set your MEIS Account password.  
(Use the temporary password provided above to access the system.)



**MEIS** MICHIGAN  
EDUCATION  
INFORMATION  
SYSTEM

[Set your MEIS Password](#)